

INTERNAL/EXTERNAL
STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
Montana State Prison
600 Conley Lake Road
Deer Lodge, MT. 59722

Job Title: Mid Level Provider
Position No: 226665
Class Code: 291517
Department: Corrections
Division: Montana State Prison
Location: Deer Lodge MSP

Pay Grade: Band 7
Salary: \$31.00 - \$34.00 /hr DOE
Bargaining Unit: None
Status: Permanent / full time
Shift: Will be decided

Application Deadline: Submit a State of Montana application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722.

Applications due by July 11, 2008 at 4:00 p.m. Attach a copy of the required license or professional certificate and transcripts and a completed reference and criminal background authorization form. Application materials are available on the Web at: <http://www.mt.gov/statejobs/statejobs.asp>

Special Information: Upon employment, successful completion of Basic training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment.

Typical Duties: The Mid Level Provider, which is one of three on staff at Montana State Prison, is responsible for maintaining ethical standards of medical practice at all times while providing clinically professional direct medical care and services to the Montana State Prison (MSP) and Treasure State Correctional Center (TSCTC) populations. Position supports a primary care model which includes preventative health measures and self care in coordination with the Department's managed care/ cost containment objectives and consults regularly with the Physician on problematic cases or those requiring primary physician or medical specialty care. Position provides direct patient care services which include clinical evaluations, diagnosing preparing treatment plans, treating, ordering appropriate diagnostic studies and prescribing medications using the Department's current drug formulary. Provisions of direct care services include but will not necessarily be limited to: routine history and physical examinations, providing infirmary sick call services, medical reviews and clearances, prepare accurate clinical records and chart reviews.

Qualifications: Working knowledge of acceptable prescribing practice and Montana State pharmaceutical law. Working knowledge of the positions scope of lawful practices. Knowledge of constitutionally accepted levels of Health care provided to inmates as set forth by National Standards. Ability to manage a large caseload, give directions to and work well with nursing staff and effectively influence others in maintaining high standards in the quality of work performed. Knowledge of the principles of managed care goals and ability to apply those principles in cost containment strategies. Ability to clinically evaluate and appropriately diagnosis and treat symptoms, and to prepare comprehensive clinical records.

Education & Experience: The above qualifications are typically acquired through graduation from a physician assistant program approved by the American Medical Association committee on allied health education and accreditation, or a Master's Degree in advanced practice nursing. Must be licensed or eligible for licensure as a certified (PA-C) or Nurse practitioner (FNP), by the State of Montana.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Band 7 on the State's Pay Plan. The current hourly salary is 31.00 - \$34.00, depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Human Resources Bureau at (406) 444-3807.

Application and Selection Process: Selection procedures used in evaluating applicants' qualifications may include, but not limited to, evaluation of the Montana State Application form; structured interview; performance test, reference checks and extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application PD 25 Rev.(6/91 or 12/93) . Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming **Veteran's or Handicapped Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with application materials. Required documentation includes DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information.** (Authorization required for all positions within the Department of Corrections.)
4. **Resume**
5. **College Transcript**
6. **Copy of applicable licensure**

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

AUTHORIZATION TO RELEASE INFORMATION

Applicants Name: _____
(please type or print)

Other Names Used: _____

Social Security Number: _____

Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____

Date: _____

